

Entering Historical Dental Data in EHR

Open your EHR (your set-up screen may look like this screen [A.] or the screen on the page 3 [B.]).

A.

The screenshot displays the CASS LAKE IHS EHR interface for patient MARSOLEK, ROBERTA L. The top navigation bar includes tabs for Patient, Refresh Pt info, Tools, Help, Options, Web-sites, and Change E-Sig. Below this, a row of tabs shows Patient Chart, Communication, RPMS, NCRH ACCESS, MHSac, Quest, and Care. The Patient Chart tab is active, showing a blue bar labeled 'Patient not selected' and a yellow bar labeled 'Visit not selected'. The Primary Care Team is listed as 'Unassigned'. The interface includes sections for Historical Services, Activity Time, Super-Bills, Evaluation and Management, and Visit Services. The bottom navigation bar contains tabs for Notifications, Cover Sheet, Orders, PQV/Problem List, Medications, Notes, Lab, Services, Wellness, Triage, Reports and Health Summary's, D/C Summ, and Consults. The Services tab is highlighted with a red circle. The bottom status bar shows the patient name, organization, hospital name, and date/time.

No matter what your set-up screen looks like, you will need to do the following things first:

1. Select the patient by clicking on the blue **Patient not selected** Tab.

2. Select the visit by clicking on the yellow **Visit not selected Tab**.
 - a. Select the **New Visit Tab**
 - b. Enter “**Chart Review**” into the **Visit Location Text Box**
 - c. Enter or select the encounter provider in the **Encounter Provider Text Box**. The encounter provider is the provider that referred the patient or oversees the program that helped this patient get these off-site dental services. Remember, this is not a billable service, so the encounter provider doesn’t get production or collection credit for these services!

Encounter Settings for Current Activities

<Select a location below.>

Encounter Location

Appointments / Visits Hospital Admissions **New Visit**

Visit Location

ACCUPUNCTURE
AMY BUCKANAGA
ASTHMA
AUDIO-LL HEADSTART
AUDIOLOGY
BALL CLUB
BALL CLUB DM-BRIST

Date of Visit
Thursday, September 08, 2011

Time of Visit
1:25 PM

Type of Visit
Ambulatory

☐ Create a Visit Now

Encounter Providers

All Providers

LARSON, BRANDY L
CARTER, EUGENE
CARTER, TAMMY L
CARTER, TERRI
CLAIRMONT, MICHAEL
CLEMENS, BARBARA A
CLYDE, ANNA

OK Cancel

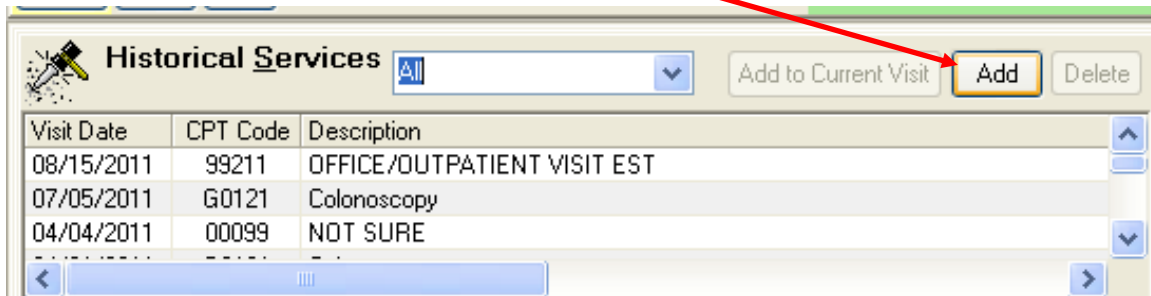
If your set-up screen looks like screen **A.** on page 1, find the **Historical Services Menu** by selecting the **Services Tab**. – see page 1

If your set-up screen looks like screen **B.** on page 3, find the **Historical Services Menu** by selecting the **Visit Requirements Tab** and then click on **CPT/Procedure Codes**. – see page 3

If both screens look different and you cannot access either the **Services Tab** or the **Visit Requirements Tab**, you will need to work with your local CAC or IT Specialist to get instructions on how to find the **Historical Services Menu** for the version of EHR you are using.

[illegible]

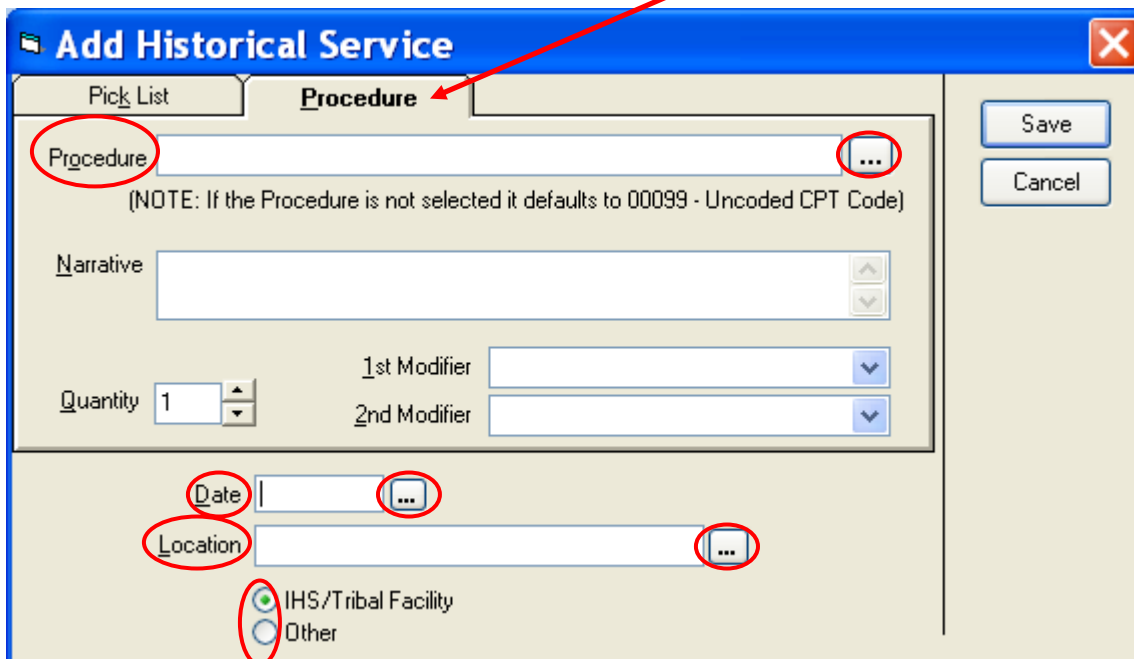
In the **Historical Services Menu**, click **Add**.



The screenshot shows a window titled "Historical Services" with a search bar and buttons for "Add to Current Visit", "Add", and "Delete". Below is a table with three columns: Visit Date, CPT Code, and Description.

Visit Date	CPT Code	Description
08/15/2011	99211	OFFICE/OUTPATIENT VISIT EST
07/05/2011	G0121	Colonoscopy
04/04/2011	00099	NOT SURE

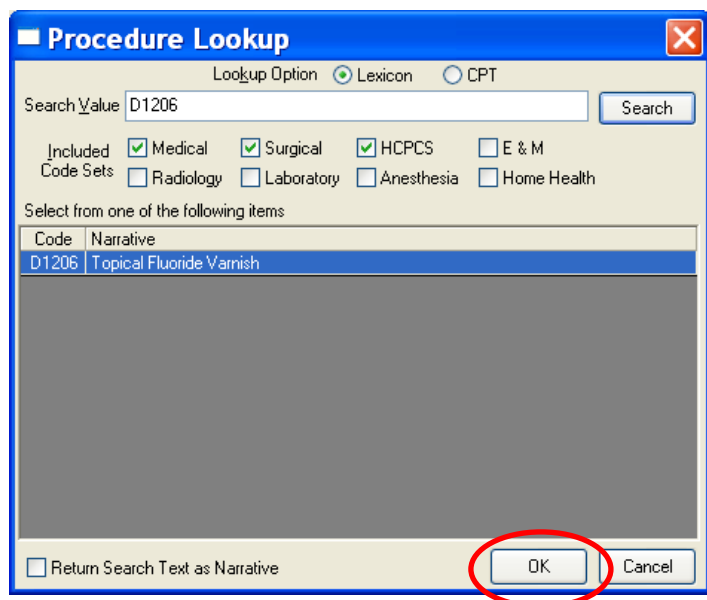
When this pop-up appears switch from Pick List to Procedure by clicking on the **Procedure Tab**.



The screenshot shows the "Add Historical Service" pop-up window. The "Procedure" tab is selected. The "Procedure" text box is highlighted with a red circle, and its dropdown arrow is also circled. Below it is a note: "(NOTE: If the Procedure is not selected it defaults to 00099 - Uncoded CPT Code)". The "Narrative" text box is also highlighted. The "Quantity" is set to 1. The "1st Modifier" and "2nd Modifier" dropdowns are visible. The "Date" text box and its dropdown arrow are circled. The "Location" text box and its dropdown arrow are circled. The "IHS/Tribal Facility" radio button is selected, and the "Other" radio button is also circled. The "Save" and "Cancel" buttons are on the right.

1. Enter the date the service was provided in the **Date Text Box** or click on the square with the 3 dots to select the date.
2. Enter the location where the procedure was performed in the **Location Text Box** or click on the square with the 3 dots to select the location.
3. Select whether the location is an **IHS/Tribal** or **Other** location.
4. Enter the ADA or POV code into the **Procedure Text Box**. The ADA code for Fluoride varnish is D1206, although some facilities prefer to use the POV code V07.3. After the code is typed into the text box, click on the square with the 3 dots.

This pop-up will appear showing the code and the narrative that goes with it. If it is correct, click the **OK** at the bottom.



Procedure Lookup

Lookup Option: ☒ Lexicon ☐ CPT

Search Value: D1206 [Search]

Included Code Sets: ☒ Medical ☒ Surgical ☒ HCPCS ☐ E & M
☐ Radiology ☐ Laboratory ☐ Anesthesia ☐ Home Health

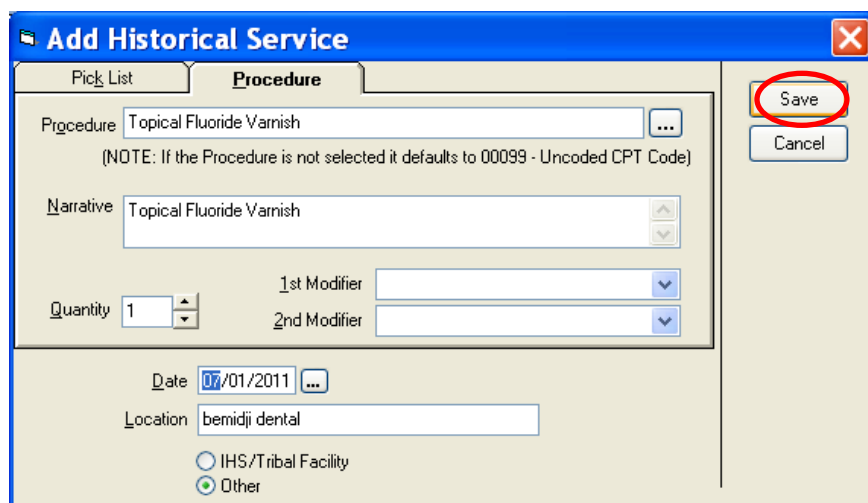
Select from one of the following items

Code	Narrative
D1206	Topical Fluoride Varnish

☐ Return Search Text as Narrative

OK **Cancel**

This pop-up will reappear. Click the **Save**. This is the last step!



Add Historical Service

Pick List **Procedure**

Procedure: Topical Fluoride Varnish [...] (NOTE: If the Procedure is not selected it defaults to 00099 - Uncoded CPT Code)

Narrative: Topical Fluoride Varnish

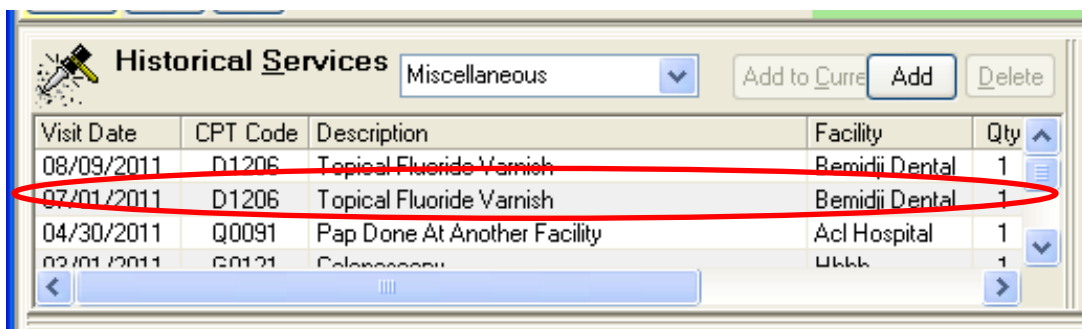
Quantity: 1 1st Modifier: 2nd Modifier:

Date: 07/01/2011 [...] Location: bemidji dental

☐ IHS/Tribal Facility ☒ Other

Save **Cancel**

Now the historical topical fluoride varnish is visible as a historical procedure!



Historical Services Miscellaneous [Add to Current] [Add] [Delete]

Visit Date	CPT Code	Description	Facility	Qty
08/09/2011	D1206	Topical Fluoride Varnish	Bemidji Dental	1
07/01/2011	D1206	Topical Fluoride Varnish	Bemidji Dental	1
04/30/2011	Q0091	Pap Done At Another Facility	Acl Hospital	1
03/01/2011	G0121	Colonoscopy	Uhhh	1